

APPLICANTS FOR CLUB LICENSES

In addition to completing the general application, applicants for Club licenses are required to furnish the following information:

1. A certified copy of the charter, articles of association or constitution.
2. A copy of the by-laws.
3. The average number of members for the preceding twelve months.
4. A financial statement for the latest calendar or fiscal year of the club [Form 805-56], and a brief summary of the financial condition as of the end of the month next preceding the date of application [Balance Sheet].

In addition to the above, the following will be helpful in expediting your application in a timely manner.

1. Copy of deed or lease for the applicant premises.
2. Copy of letter from Internal Revenue Service exempting the organization from payment of federal income tax.
3. Last copy of Federal Form 900 or 990T filed with the Internal Revenue Service.

Please submit these along with your application to:

**License Application
Virginia Department of Alcoholic Beverage Control
2901 Hermitage Road
P O Box 27491
Richmond VA 23261-7491**

FINANCIAL AND STATISTICAL INFORMATION: CLUB TYPE LICENSE

NOTE: This statement must be filed by all applicants. If already licensed, return the completed statement with your license fee payment.

NAME OF CLUB OR ASSOCIATION	TRADE NAME	LICENSE NO.
ADDRESS		COUNTY (Omit if in city)

STATEMENT OF RECEIPTS AND DISBURSEMENTS

Calendar of Fiscal Year. Period Covered _____

RECEIPTS

1. SALES:

Alcoholic Beverages	\$ _____	
Food and Other Merchandise	\$ _____	\$ _____

2. AMOUNT RECEIVED IN DUES:

Regular Members				\$ _____	
Associate Members				\$ _____	
Other Members (Specify)				\$ _____	
_____				\$ _____	
_____				\$ _____	\$ _____

3. AMOUNT RECEIVED IN INITIATION FEES:

Regular Members				\$ _____	
Associate Members				\$ _____	
Other Members (Specify)				\$ _____	
_____				\$ _____	
_____				\$ _____	\$ _____

4. RECEIPTS FROM OTHER SOURCES (Specify):

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

TOTAL RECEIPTS \$ _____

DISBURSEMENTS

1. SALARIES AND WAGES (Show details in schedule 'A' on reverse side.)		\$ _____
2. PURCHASES (Include transportation costs):		
Alcoholic Beverages	\$ _____	
Food and Other Merchandise	\$ _____	\$ _____
3. RENT OR MORTGAGE (Including interest)		\$ _____
4. REPAIRS AND IMPROVEMENTS TO BUILDINGS		\$ _____
5. REPAIRS, REPLACEMENT AND PURCHASE OF EQUIPMENT		\$ _____
6. INTEREST ON LOANS OR OTHER OBLIGATIONS (Excluding mortgage)		\$ _____
7. TAXES, LICENSES, ETC. (Including all classes)		\$ _____
8. CONTRIBUTIONS (Show details in schedule 'C' on reverse side.)		\$ _____
9. OTHER (Specify)	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

TOTAL DISBURSEMENTS \$ _____

SPECIAL INFORMATION

SCHEDULE OF SALARIES AND WAGES			SCHEDULE "A"	
NAME OF EMPLOYEE	TITLE	RATE OF PAY		PAID DURING PERIOD
		\$	PER	
TOTAL (Should agree with item 1 under 'disbursements')				

Has any member Officer or Director of this club derived money or property from its operation other than as compensation in reasonable amounts for services rendered? ☐ Yes (Attach explanation) ☐ No

LIST OF OFFICERS AND DIRECTORS AS OF DATE OF THIS STATEMENT			SCHEDULE "B"
NAME	TITLE	BUSINESS	

DETAILS OF CONTRIBUTIONS			SCHEDULE "C"
DATE	TO WHOM PAID	ADDRESS	AMOUNT
TOTAL (Should agree with item 8 under 'disbursements')			

PRESENT NUMBER OF MEMBERS			
REGULAR	ASSOCIATE	HONORARY	OTHER (Specify)

Has there been any changes in the charter provisions or articles of association since last statement? If so, attach certified copy of the changes.

CERTIFICATION

_____ do hereby certify that I am the _____ of the organization named in this statement. I further certify that as such officer, I am thoroughly familiar with the financial and other affairs of the club, and that the information and statements contained herein are true and correct to the best of my knowledge and belief.

Date _____ Signature _____ Title _____

(If sufficient space is not provided above in any statement or schedule attach additional sheets.)

CLUB BALANCE SHEET

BALANCE SHEET AT END OF MONTH PRECEDING DATE OF APPLICATION

ASSETS & LIABILITIES AS OF _____
DATE

PREPARED FOR _____
NAME OF CLUB OR ASSOCIATION

ADDRESS

ASSETS:

CURRENT ASSETS:

Cash in Bank \$ _____
Inventory \$ _____
Other Current \$ _____

\$ _____

FIXED ASSETS:

Land \$ _____
Building - Dep. Value \$ _____
Furniture & Fixtures \$ _____
Wharf \$ _____
Pool \$ _____
Other Fixed \$ _____

\$ _____

TOTAL ASSETS \$ _____

LIABILITIES:

Notes Payable \$ _____
Prepaid Dues \$ _____

\$ _____

NET WORTH:

Capital Stock \$ _____
Capital Surplus \$ _____
Earned Surplus \$ _____

\$ _____

TOTAL LIABILITIES \$ _____

DATE: _____

SIGNATURE: _____